

**Behavioral Health Administration (BHA) procedures for the Pre-Admission Screening and Resident Review (PASRR) PROCESS for individuals with mental illness**

BHA does not provide verbal approval for PASRR

The following describes BHA's PASRR procedures:

No later than 5 working days after date of referral of a positive identification screen, Adult Evaluation Review Services (AERS) shall forward the results of the evaluation and recommendation by fax or other timely delivery, to the BHA PASRR reviewer

- PASRR Certification Sheet
  - Plan of Care – including degree of disability from diagnoses
  - Level I screen – with the Axis I Diagnosis
  - Level II Evaluation Report (only sent when not recommending Nursing Home)
  - 4286 A-E
  - Most Recent Psychiatric Evaluation
- 
- Within 3 working days, the BHA PASRR Reviewer will review the AERS evaluation and recommendation and make a determination regarding appropriateness for nursing facility level of care with a psychiatric ITP or resident review approval. BHA may request further clarification of information presented or additional information.
  - A recommendation for the need for Specialized Services is to be routed through the BHA PASRR Reviewer.
  - When approved within 3 working days, the BHA PASRR Reviewer will fax a copy of the determination PASRR certificate with a cover memo to the AERS office.
  - When not approved within 3 working days, the BHA PASRR Reviewer will review the denial with BHA's Clinical Director's designee. If the BHA physician confirms the denial, BHA shall notify in writing the resident/applicant of his/her right to appeal the determination.) See attached sample letter.) As in the case of approvals, the BHA PASRR reviewer will fax a copy of the determination PASRR certificate with a cover memo to the AERS office.
  - For individuals referred from hospitals, every effort will be made to expedite this process to assure timely discharge.
  - **Please note that per Federal regulations, the entire screening process from the receipt of a referral by AERS to the applicant receiving notification of the determination must be completed "within an average of 7 to 9 working days."**